

13 August 1975

MEMORANDUM FOR: Chief, SPD/OP

SUBJECT : Management Reports
Prepared by MPB

1. Listed below are the type of reports, where they go and how often per your request.

<u>Type of Report</u> <i>(military)</i>	<u>Addressee</u>	<u>Frequency</u>
1. <u>Recap of Agency Mil. Long</u>	C/MPB-CIA	Weekly
2. Manpower in Support of CIA	FPO-ODCSOPS-DA	Quarterly
3. Enlisted Promotion Report	Promotion Branch-DA	Monthly
4. Organizational Strength Report Changes	SIDPERS-DA	Monthly (or as changes occur)
5. Military Personnel Suspense Roster	Applicable Agency Dir-CIA	Monthly
6. Unit Fund Strength Report	Command Welfare Fund-DA	Monthly
7. <u>Military Requisitions</u>	Army-Navy-MC	As required
8. Personnel Status Report	OF/AD/L-CIA	Monthly
9. <u>Weekly Activities Report</u>	C/SPD-CIA	Weekly
10. <u>Monthly Report of Separations</u>	OP/CD/SRB-CIA	Monthly
11. Military Strength Accounting Ledger	OF/AD/L-CIA	Monthly
12. <u>Workload Data & Accomplishments</u> for Fiscal Year - Mil Pers Branch	C/SPD-CIA	Annual
13. <u>Accomplishment & Goals</u>	C/SPD-CIA	Annual
14. Estimated Military Personnel Requirements for Fiscal Year	JCS	Annual
15. <u>Reports of TDY Visits</u>	C/SPD-CIA	As required

16. Unit Personnel Management Roster	STAT Bi-monthly
17. Military Requisitions	As required
18. Monthly Xerox Reading	Monthly
19. Monthly Car Mileage	Monthly
20. Unit Fund Strength Report	Monthly
21. Verification of Military Personnel Expense Listing	Monthly
22. Personnel Status Report	Quarterly
23. Military Status Questionnaire	Weekly
24. Contract Personnel Report	Monthly
25. Personnel Report (Military Reservists Alpha. Order)	Quarterly
26. Personnel Report (Military Reservists Alpha. By Office and by Service)	Quarterly
27. Personnel Report (Military Reservists Category 2 only)	Quarterly
28. Personnel Report (Military Reservists Alpha. by Service)	Quarterly
29. Naval Control Roster	Monthly

STAT

30. Reserve Unit Personnel Performance Report

STAT
Twice Monthly

31. Unsatisfactory Ready Reserve Participation

Annual

32. Certification of Submission on Fitness Reports of Naval Reserve Officers on Inactive Duty

Annual

33. Marine Control Roster

Quarterly

34. Semi-Annual Activity Report

Semi-Annual

35. Station List

Quarterly

36. Drill Report

Monthly

37. Volunteer Training Unit Roster

Monthly

38. US Army Reserve Unit Training Report

Monthly

39. Record of Individual Performance of Reserve Duty Training

STAT
As required

40. ~~Control/Termination of Control over certain Reservists~~

Monthly
(or as needed)

41. ~~Authorization for inactive duty Training~~

Weekly

42. ~~Authorization for individual inactive duty training~~

As required

43. ~~Additions & Deletions to Control Roster of Designated AF Reservist~~

Quarterly

Officer,
Military Personnel Branch

STAT

STAT

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